

LEE COUNTY SOCIAL SERVICES

POSITION ANNOUNCEMENT

POSTING: INSIDE/OUTSIDE 08/29/08

POSITION: PROCESSING ASSISTANT IV - Administration

DATE AVAILABLE: October 7, 2008

SALARY/GRADE: GRADE 59 Salary \$27,276.00YR.
RANGE \$27,276 – 38,187

DUTIES/RESPONSIBILITIES: This position will serve as one of two positions as front desk receptionist and switchboard operator. Duties as front desk receptionist include greeting clients, logging in names (as many as 300 clients in a day) and programs in appropriate books, reading rights to clients, receiving forms/letters/documents for workers, and notifying workers a client is waiting. Duties as switchboard operator include answering 9 incoming lines, 1 intercom line and 91 extensions, (we have automated attendant and voice mail), preparing reports, log in all information from the drop box several times per day, and other duties as assigned. Positions will alternate weekly between front desk and switchboard once trained in both areas. **Extremely high public contact and computer experience is required.**

MINIMUM EDUCATION/EXPERIENCE: Graduation from high school (or GED) and one year clerical experience.

PREFERENCE GIVEN : For bilingual Spanish/English applicant, fluent in speaking and writing both languages.

Employees may be called upon in case of disaster, either natural or man-made, to serve the citizens of Lee County. This service, if required, will take precedence over duties described in this position vacancy announcement.

CLOSING DATE FOR APPLICATIONS/TRANSFERS: **Open until filled.**
Any received after this time will be omitted from those considered.

Submit a completed State Application to the attention of Lee County Department of Social Services Personnel Office, 530 Carthage Street, PO Box 1066, Sanford, NC 27331. **NO RESUMES ACCEPTED UNLESS A COMPLETED STATE APPLICATION FORM IS ATTACHED.**

Pre-employment drug screening required.

EQUAL OPPORTUNITY EMPLOYER